



# CITY OF NEWPORT NEWS

## PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/07

SECTION	SUBJECT
403	PROBATIONARY STATUS

Regular full time and regular part-time City employees are on probationary status in the following circumstances:

A. **Employment Probation**

Each regular full-time and regular part-time City employee shall serve an employment probationary period of 12 months following employment, unless the employee is in a job for which a longer probationary period has been authorized by the City Manager. The purposes of this probationary period are to provide a reasonable period for management to assess the employee's adjustment to the work situation, to assess the employee's potential for satisfactory performance in the position, and to provide the employee a period of learning and adjustment.

The City Manager has authorized that each employee in the following jobs serve an 18-month probationary period:

- Police Officer Recruit (Non-State of Virginia Certified)
- Firefighter/Medic Recruit.

During the employment probationary period, the performance of the employee will be evaluated on an interim basis at approximately three (3) month intervals. Supervisors are expected to counsel employees during their interim evaluations on expectations of the position, the employee's progress, and recommended or required actions to improve employee work performance.

Employees who do not satisfactorily meet standards for continued employment may be terminated at any time during the employment probationary period provided proper procedures have been followed and the action is approved by the Director of Human Resources. (Reference Section 502, Termination.) Employees on employment probationary status are ineligible to utilize the City's Grievance Procedure as prescribed by City Ordinance.

In extenuating circumstances, an individual employee's employment probationary period may be extended for up to three (3) months beyond the stated period. (Examples of extenuating circumstances would be prolonged absences and significantly improved or changed employee performance toward the end of the employment probationary period.) Extensions must be approved by the Director of Human Resources prior to the end of the stated employment probationary period.

Successful completion of the employment probationary period does not constitute an employment contract. The City of Newport News is an at-will employer.

AMENDS/SUPERSEDES SECTION 403, 03/16/92	REFERENCES	APPROVAL 
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## B. Position Probation

Each employee promoted, demoted, transferred, or otherwise assigned to another position or classification with the City shall serve a 12-month position probationary period. The position probationary period serves the same assessment purposes as the employment probationary period.

During the position probationary period, the employee's supervisor will conduct interim performance evaluations at three (3) month intervals and will counsel the employee. If appropriate, the employee may be placed on performance probation, demoted, or terminated in accordance with applicable policy while on position probation.

Position probation does not affect benefits eligibility nor eligibility to utilize the Employee Grievance Procedure. Employees are eligible for general salary adjustments and merit increases in accordance with prevailing policies.

## C. Performance Probation

If at any time during an employee's service with the City, the employee's job performance is less than satisfactory, inappropriate, or unacceptable, the employee may be counseled and placed on performance probation in accordance with City policy. (Reference Section 903, Performance Counseling, Performance Probation, Demotion and Termination.)

Unless the performance probationary period overlaps with the employment probationary period, no employee benefits are affected. Employees on performance probation are not eligible to receive general salary adjustments, merit increases, or administrative promotions.

## D. Disciplinary Probation

Disciplinary probation, demotion, and termination will be handled in accordance with Sections 1001, Standards of Conduct, and 1002, Misconduct, Misconduct Levels and Disciplinary Actions.

While on disciplinary probation, employees are not eligible for merit increases or administrative promotions.

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